

LAW (32)

AGENCY PLAN MISSION, GOALS AND BUDGET SUMMARY

AGENCY MISSION:

The mission of the Law Department is to deliver excellent and efficient legal counseling and representation to the Executive and Legislative branches of City government as mandated by the City Charter.

AGENCY GOALS:

1. Maximize and monitor the level of client satisfaction with department services.
2. Provide effective, ongoing and proactive advice and counseling to all City departments in order to assist them in accomplishing their business objectives and to eliminate or minimize to the greatest extent possible the potential for legal liability.
3. Ensure attorney preparedness for all legal proceedings and client contacts.
4. Provide continuous professional skills training to all lawyers and staff to maximize the quality and efficiency of legal services delivered to the City.
5. Maximize the City's financial solvency and business growth through aggressive collection of City revenues, effective representation in claims and litigation for and against the City, and effective and timely advice and representation of the City in commercial and development transactions.
6. Effectively assist in community empowerment by vigorous prosecution of quality of life crimes, environmental and ordinance violations.

AGENCY FINANCIAL SUMMARY:

2002-03 <u>Requested</u>		2001-02 <u>Budget</u>	2002-03 <u>Recommended</u>	Increase (Decrease)
\$ 33,597,162	City Appropriations	\$ 31,460,007	\$ 29,335,625	\$ (2,124,382)
\$ 33,597,162	Total Appropriations	\$ 31,460,007	\$ 29,335,625	\$ (2,124,382)
\$ 5,002,874	City Revenues	\$ 3,726,332	\$ 3,811,332	\$ 85,000
\$ 5,002,874	Total Revenues	\$ 3,726,332	\$ 3,811,332	\$ 85,000
\$ 28,594,288	NET TAX COST:	\$ 27,733,675	<u>\$ 25,524,293</u>	\$ (2,209,382)

AGENCY EMPLOYEE STATISTICS:

2002-03 <u>Requested</u>		2001-02 <u>Budget</u>	04-01-02 <u>Actual</u>	2002-03 <u>Recommended</u>	Increase (Decrease)
<u>219</u>	City Positions	<u>219</u>	<u>204</u>	<u>217</u>	(2)
219	Total Positions	219	204	217	(2)

ACTIVITIES IN THIS AGENCY:

	2001-02 <u>Budget</u>	2002-03 <u>Recommended</u>	Increase (Decrease)
Administration and Operations	\$ 30,441,567	\$ 28,329,485	\$ (2,112,082)
Legislative Liaison	<u>1,018,440</u>	<u>1,006,140</u>	<u>(12,300)</u>
	\$ 31,460,007	\$ 29,335,625	\$ (2,124,382)

LAW (32)

ADMINISTRATION AND OPERATIONS ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: ADMINISTRATION AND OPERATIONS

The function of this activity is to provide legal services to all branches of government of the City of Detroit. These services include researching and writing legal opinions, representing the City, its agencies and employees in a variety of legal proceedings, including condemnation proceedings, civil litigation, criminal prosecution of ordinance violations and claims against the City. Services also include reviewing all City contracts, leases, development agreements, indemnity agreements, preparing ordinances and rendering legal advice.

GOALS:

1. Maximize and monitor the level of client satisfaction with department services.
2. Provide effective, ongoing and proactive advice and counseling to all City departments in order to assist them in accomplishing their business objectives and to eliminate or minimize to the greatest extent possible the potential for legal liability.
3. Ensure attorney preparedness for all legal proceedings and client contacts.
4. Provide continuous professional skills training to all lawyers and staff to maximize the quality and efficiency of legal services delivered to the City.
5. Maximize the City's financial solvency and business growth through aggressive collection of City revenues, effective representation in claims and litigation for and against the City, and effective and timely advice and representation of the City in commercial and development transactions.
6. Effectively assist in community empowerment by vigorous prosecution of quality of life crimes, environmental and ordinance violations.

MAJOR INITIATIVES:

- Take action in Probate cases where the respondent abandons his or her property in the City and does not pay city taxes or demolition fees. The Tax section has begun to uniformly handle this process.
- Provide the residents of the City with a proactive link to law enforcement, the City and its services. The Community Prosecution Unit has been established to serve this purpose and, through a combined approach, the issues that effect the community can immediately be addressed to improve the quality of life for its citizens. The first issue the Community Prosecution Unit will address will be the problems of drug houses and abandoned houses.
- Bring the outside cases that can properly be returned, in-house. The department began a review of all outside legal contracts in January 2002.
- Reorganize the supervisory structure of the department to evenly distribute the talent and rearrange the current "top-heavy" hierarchical structure.
- Control the flow of litigation settlements by the City. At present only the Director and Deputy Director have settlement authority.
- Revamp and rewrite ordinances to increase the amount of fine revenue coming to the City, as well as make the amounts of City fines on par with those of the surrounding suburbs and the State laws. The Municipal and Ordinance section is presently handling this project.
- Increase resources in the Freedom of Information Act (FOIA) section as a result of increased FOIA requests. Resources in this section has increased minimally due to budget restraints. The FOIA section is also equipped to provide training and guidance to various departments throughout the City.

PLANNING FOR THE FUTURE:

- Aggressively investigate all sources of grant money in order to assist in funding the Community Prosecution Unit and the FOIA section. An effort to combine with the Police Department and their community policing strategy may also provide a funding opportunity.
- Work with the Police Department on risk management, legal update seminars and disciplinary hearings.
- Combine with the Neighborhood City Halls and city departments in order to effectively address the quality of life concerns of the community.
- Change the concept of lawsuits with the City from "settle" to "fight".

ADMINISTRATION AND OPERATIONS MEASURES AND TARGETS

Goals: Measures	1999-00 Actual	2000-01 Actual	2001-02 Projection	2002-03 Target
Maximize and monitor the level of client satisfaction:				
Client training workshops ¹	34	40 ²	43	43
Number of face-to-face client contacts to assess client needs ³	7	37	43	43
Percentage of clients rating department services satisfactory or better	N/A	60%	95%	95%
Percent "plain English" documents	100%	100%	100%	100%
Provide effective, ongoing and proactive advice to departments:				
Number of risk management reports	22	55	60	100
Reporting of allegedly defective conditions ⁴	100%	100%	100%	100%
Clients' risk management training initiated	34	40	50	N/A
Settlement write-ups completed within 10 days of agreement	80%	80%	100%	100%
Number of late filings due to attorney error	16	10	0	0
Number of defaults due to attorney error	2	2	0	0
Percent of timely responses to written assignments	61%	70%	95%	100%
Accuracy of assignment, activity & reserves statistics	90%	90%	100%	100%
Provide continuous professional skills training to all lawyers and staff:				
Percentage of professional staff attending at least one external training program per year	95%	N/A	80%	100%

¹For these measures, the following constitute sections within the department: Litigation, Labor/WC, 36th District Court, Claims, Municipal, Contracts, Tax/RC, Property/Environmental and Appeals for a total of 9 sections.

² The actual numbers were not provided in budget submission of Dec. 2001.

³Major client agencies are: Mayor's Office, City Council, Police, Public Works, Transportation, Water and Sewerage, Planning and Development, Buildings and Safety Engineering, Finance, Public Lighting, Human Resources, Fire, Recreation, Budget, Zoo, Health, Municipal Parking, and Civic Center for a total of 18.

⁴pre-litigation claims and all litigation actions, to client departments and Risk Management

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ADMINISTRATION AND OPERATIONS MEASURES AND TARGETS (Continued)

Goals: Measures	1999-00 Actual	2000-01 Actual	2001-02 Projection	2002-03 Target
Maximize the City's financial position through aggressive collection of City revenues, effective representation in claims and litigation, and effective and timely advice and representation in commercial and development transactions:				
Collection opportunities (fees, costs or sanctions) ⁵	\$95,577	\$65,500	\$67,500	\$100,000
Total levels of revenue collections ⁶	\$7,899,875	\$15,000,000	\$16,837,812	\$20,250,000
Bankruptcy collections	\$859,000	\$950,000	\$1,000,000	\$1,250,000
Municipal Parking collections	\$1,043,973	\$1,000,000	\$1,000,000	\$1,000,000
Income Tax collections (civil and criminal)	\$201,922	N/A	\$3,000,000	\$3,000,000
General accounts receivable amounts collected	\$32,360	\$60,000	\$75,000	\$100,000
Delinquent Utility User taxes collected	\$2,045,000	N/A	\$1,500,000	\$1,000,000
Property Tax Collections	\$3,602,286	N/A	\$10,000,000	\$15,000,000
Days between referral and collection initiation	30-45	30-60	30-60	30-45
Number of cases disposed of without payout (includes labor and workers (compensation)	478	475	500	550
Participation in business development/expansion transactions	128	N/A	130	75
Participation in City/related entities' bond transactions	3	N/A	1	5
Bonds/Insurance Certificates Reviewed	916	750	850	925
Involvement in City commercial transactions ⁷	1,805	1,700	1,850	1,925
Development agreements	128	N/A	140	150
Acquisition deed proceedings	26	30	35	40
Land contract collection actions	2	25	50	75

⁵Includes judgments for the City; Court discretion on awards and amounts limits ability to increase collection amounts.

⁶Includes collections of bankruptcy, municipal parking, income tax, property tax, general accounts receivable, general fees and utility user tax delinquencies; and environmental cost recoveries.

⁷Contracts Section/Commercial Division: including advice/counseling, negotiation, contract drafting and review for substance and form for standard and non-standard contracts.

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ADMINISTRATION AND OPERATIONS MEASURES AND TARGETS (Continued)

Goals: Measures	1999-00 Actual	2000-01 Actual	2001-02 Projection	2002-03 Target
Total amount of settlements paid against City	\$41,165,302	N/A	\$33,000,000	\$32,000,000
Total amount of arbitration paid against City	\$3,407,250	N/A	\$4,000,00	\$3,250,000
Total amount of judgments paid against City	\$6,922,485	N/A	\$8,000,000	\$7,500,000
Number of cases handled by outside counsel ⁸	118	325	300	225
Delinquent Property Tax Cases Referred	1,588	4,200	9,000	9,500
Property Tax Payment Plans Adopted	131	1,300	3,000	2,500
Foreclosure cases pending (close of fiscal year)	186	500	1,200	1,500
Foreclosure cases filed	435	750	3,000	2,000
Foreclosure cases closed	891	N/A	4,500	3,500
Parcels taken	174	N/A	1,200	1,500
SEV/Title taken	\$1,731,376	N/A	\$6,000,000	\$8,000,000
Total tax cases filed in court	491	N/A	3,600	3,750
Tax Tribunal Cases Pending (close of fiscal year)	279	300	380	400
Tax Tribunal Cases Filed	75	85	125	125
Tax Tribunal Cases Closed	42	51	65	75
Industrial Facility Exemption Certificates	17	N/A	75	50
Total Number of Cases pending at start of fiscal year	1,154	N/A	1,280	1,300
Total number of trials	67	N/A	100	125
Total number of appeals pending (close of fiscal year)	63	N/A	65	70
FOIA requests – all	1,924	N/A	2,125	2,500
Warrants reviewed - ordinance enforcement	7,948	N/A	8,250	8,500
Municipal opinions rendered (written and oral) (covering Municipal Affairs Section)	2,265	2,776	2,400	2,800
Contracts opinions rendered (written and oral)	378	N/A	380	400
Labor cases to arbitration	65	N/A	80	90
Labor MERC cases	24	N/A	30	35
EEOC & MDCR claims	6	N/A	8	10
Worker Compensation redemptions	\$5,914,782	N/A	\$9,986,000	\$10,000,000
Civil service grievances	18	N/A	23	30

⁸Cases which are contracted out for reasons other than conflicts and applicable insurance coverage, whether the city is a plaintiff or defendant. FY 01 and FY 02 statistics include multiple condemnation cases involved in large-scale development projects.

LAW (32)**ADMINISTRATION AND OPERATIONS MEASURES AND TARGETS (Continued)**

Goals: Measures	1999-00 Actual	2000-01 Actual	2001-02 Projection	2002-03 Target
Veterans preference hearings	2	2	2	4
Water Department contractor claims	7	6	7	10
Water Department opinions rendered	99	139	127	135
Water Department damage claims hearings	19	N/A	20	25
DWSD Property Damage Cases pending (close of fiscal year)	19	N/A	15	20
DWSD Property Damage Cases Filed	36	N/A	30	35
DWSD Property Damage Cases Closed	8	N/A	15	25
Disputed Water Bill Appeals – Cases Pending (close of fiscal year)	16	N/A	15	15
Subpoenas	837	953	800	850
General Municipal Work (Ordinances, Resolutions, Executive Orders)	341	368	460	500
Municipal Public Hearings / Formal meetings	1,190	1,603	1,325	1,350
Municipal – Administrative Proceedings	10	11	20	25
Police Trial Board Cases	689	191	1,828	1,925
Information requests handled by Police Legal Advisors	1,184	1,060	800	1,000
Appearance notices handled by Police Legal Advisors	1,275	1,680	1,500	1,650
Labor/Employment Investigations	30	73	50	75
Activity Costs	\$26,564,612	\$27,616,879	\$30,441,567	\$28,329,485

CITY OF DETROIT
Law Department
Financial Detail by Appropriation and Organization

Administration	2001-02 Redbook		2002-03 Dept Final Request		2002-03 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Administration and Operations						
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
00527 - Administration and Operations						
320010 - Administration	219	\$30,441,567	219	\$32,591,022	217	\$28,329,485
APPROPRIATION TOTAL	219	\$30,441,567	219	\$32,591,022	217	\$28,329,485
ACTIVITY TOTAL	219	\$30,441,567	219	\$32,591,022	217	\$28,329,485

CITY OF DETROIT
Budget Development for FY 2002 - 2003
Appropriations - Summary Objects

	2001-02 Redbook	2002-03 Dept Final Request	2002-03 Mayor's Budget Rec
AC0532 - Administration			
<i>A32000 - Law Department</i>			
SALWAGESL - Salary & Wages	12,965,445	14,699,215	13,346,558
EMPBENESL - Employee Benefi	6,470,370	7,836,482	6,620,525
PROFSVCSL - Professional/Con	5,698,738	4,612,966	3,971,701
OPERSUPSL - Operating Suppli	389,682	359,719	301,042
OPERSVCSL - Operating Servic	4,457,373	4,806,215	3,897,659
CAPEQUPSL - Capital Equipmei	347,959	164,425	80,000
OTHEXPSSL - Other Expenses	112,000	112,000	112,000
<i>A32000 - Law Department</i>	<i>30,441,567</i>	<i>32,591,022</i>	<i>28,329,485</i>
AC0532 - Administration	30,441,567	32,591,022	28,329,485
Grand Total	30,441,567	32,591,022	28,329,485

LAW (32)

LEGISLATIVE LIAISON ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: LEGISLATIVE LIAISON

The City of Detroit engages the services of a legislative liaison in Lansing and in Washington, D.C. The appropriation pays for an office in Lansing and a contract for services in Washington. The Mayor's Office provides the oversight of these contracts.

ACTIVITY GOALS:

1. Represent the City's interest in all federal and state legislative matters pertaining to or having an effect upon the City of Detroit.
2. Keep the City Administration informed of the latest legislative attitudes and actions on matters pertaining to or having an effect upon the City of Detroit.

CITY OF DETROIT
Law Department
Financial Detail by Appropriation and Organization

Lansing Office	2001-02		2002-03		2002-03	
	Redbook		Dept Final		Mayor's	
Legislative Liaison			Request		Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<hr/>						
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
00255 - Legislative Liaison						
320030 - Lansing Office	0	\$718,440	0	\$706,140	0	\$706,140
320040 - Federal Legislative Services	0	\$300,000	0	\$300,000	0	\$300,000
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APPROPRIATION TOTAL	0	\$1,018,440	0	\$1,006,140	0	\$1,006,140
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ACTIVITY TOTAL	0	\$1,018,440	0	\$1,006,140	0	\$1,006,140

CITY OF DETROIT
Budget Development for FY 2002 - 2003
Appropriations - Summary Objects

	2001-02 Redbook	2002-03 Dept Final Request	2002-03 Mayor's Budget Rec
AC1032 - Legislative Liaison			
<i>A32000 - Law Department</i>			
PROFSVCSL - Professional/Con	950,000	950,000	950,000
OPERSUPSL - Operating Suppli	5,140	5,140	5,140
OPERSVCSL - Operating Servic	63,300	51,000	51,000
<i>A32000 - Law Department</i>	<i>1,018,440</i>	<i>1,006,140</i>	<i>1,006,140</i>
AC1032 - Legislative Liaison	1,018,440	1,006,140	1,006,140
Grand Total	1,018,440	1,006,140	1,006,140

CITY OF DETROIT
Budget Development for FY 2002 - 2003
Appropriation Summary - Revenues

	2000-01 Actuals	2001-02 Redbook	2002-03 Dept Final Request	2002-03 Mayor's Budget Rec	Variance
A32000 - Law Department					
<i>00527 - Administration and Operations</i>					
449160 - Personal Services-Airp	65,155	40,000	40,000	40,000	0
449175 - Personal Services-Ced	2,089,153	800,000	1,762,665	800,000	0
449190 - Personal Services-Hou	493,425	575,000	597,012	575,000	0
449200 - Personal Services-Mpd	140,617	100,000	135,335	100,000	0
449205 - Personal Services-Nsd	82,582	10,000	46,862	10,000	0
449215 - Personal Services-DO1	2,994,893	1,250,000	1,250,000	1,250,000	0
449220 - Personal Services-Wat	960,028	856,332	971,000	856,332	0
474100 - Miscellaneous Receipts	188,110	95,000	200,000	180,000	85,000
<i>00527 - Administration and Operations:</i>	<i>7,013,963</i>	<i>3,726,332</i>	<i>5,002,874</i>	<i>3,811,332</i>	<i>85,000</i>
<i>06915 - Bryne Memorial Formula Grant</i>					
432330 - Grants-Other	4,003	0	0	0	0
<i>06915 - Bryne Memorial Formula Grant</i>	<i>4,003</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>10206 - Drug Enforcement Prosecution</i>					
432330 - Grants-Other	57,587	0	0	0	0
<i>10206 - Drug Enforcement Prosecutio</i>	<i>57,587</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
A32000 - Law Department	7,075,553	3,726,332	5,002,874	3,811,332	85,000
Grand Total	7,075,553	3,726,332	5,002,874	3,811,332	85,000

CITY OF DETROIT
MAYOR'S 2002/2003 RECOMMENDED BUDGET

Law Department

Appropriation	REDBOOK FY		DEPT REQUEST		REDBOOK FY	
Organization	2001	2002 FTE 2	FY 2002	2003 FTE	2001	2002 FTE 2
Classification						
00527 - Administration and Operations						
320010 - Administration						
Corp Counsel - Election Comm		1		1		1
Deputy Corporation Counsel		1		1		1
General Manager - Law		1		1		1
Admin Asst GD II - Law		2		0		2
Executive Legal Secretary		1		1		1
Executive Secretary II		1		1		1
Chief Asst Corporation Counsel		7		8		8
Supervising Asst Corp Counsel		15		17		17
Legislative Asst Corp Counsel		1		1		1
Sr Asst Corporation Counsel		29		28		28
Assistant Corporation Counsel		57		55		55
Asst Corp Counsel - Exempt		2		2		2
Librarian IV - Law Reference		1		1		1
Records Manager		1		1		1
Head Legal Investigator		1		1		1
Legal Investigator		9		9		9
Microcomputer Support Splst		1		1		1
Legal Assistant		24		24		24
Senior Legal Secretary		7		9		7
Legal Secretary		40		38		38
Principal Clerk		2		2		2
Senior Clerk		3		3		3
Clerk		9		9		9
Typist		2		2		2
Messenger		1		1		1
Manager II - Law		0		2		0
Total Administration		219		219		217
Total Administration and Operations		219		219		217
Agency Total		219		219		217